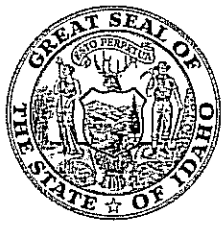
C.L. "BUTCH" OTTER
GOVERNOR



Con P. Paulos
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

TRANSMITTAL # 7

MEMORANDUM

September 10, 2008

TO: Workforce Development Council

FROM: Jim Schmidt, Chair, Youth Program Design Committee

SUBJECT: **WIA** Youth Program Design

ACTION REQUESTED: Accept Committee Recommendations for WIA Youth Service Delivery

BACKGROUND:

The Workforce Development Council's Youth Program Design Committee has completed its review of youth program service design options and has developed specific recommendations for the redesign of Workforce Investment Act (WIA) youth service delivery in Idaho.

Minutes from each Youth Program Design Committee meeting and final transmittals are attached to provide a record of data reviewed, discussions held and the development of final recommendations in three areas ~ *who will be served, what services will be provided* and *how services will be provided.* The transmittals also document the pros and cons of various options considered by the committee.

Noting major funding reductions over the last five years, the committee garnered input from partner organizations statewide to help identify gaps in services to the neediest youth, how WIA resources might best be utilized in leveraging other partner resources and how limited WIA resources can best be directed to have a positive impact. Input from partners, including the Division of Vocational Rehabilitation, Job Corps, Department of Health and Welfare – Foster Care program, Commission for the Blind and Visually Impaired, Division of Professional-Technical Education, Department of Juvenile Justice, Department of Correction, Idaho Youth Ranch, Adult Basic Education and Health and Welfare TANF representatives, is evident in the final committee recommendations.

Some service design options considered by the committee require application to the United States Department of Labor for waivers of certain statutory and regulatory provisions. To assure public comments could be included in the committee's decision-making process, staff issued a press release on July 9, 2008 announcing a 30-day public comment period regarding youth

service delivery options and Idaho's potential application for waivers. The request for public input was also placed on the Idaho Department of Labor's home page and all current service providers were alerted to the opportunity for comment. Application for waivers of certain statutory and regulatory provisions is a procedural issue. Approval of these waivers allows latitude in selection of some or all services for delivery with or without procurement. Public comments reflected concerns that a current youth provider will be eliminated from service delivery, but do not address the actual impact of the waivers. The council's decisions regarding service design options, rather than these waivers, will determine the level of procurement and opportunity for current providers to compete for youth program service delivery. The request for public comment and all responses are attached with the minutes from the committee's August 14 meeting, Transmittal #2.

The committee's recommendations also reflect their intent to increase the youth program focus on out-of-school youth and to direct in-school efforts toward technical training that prepares students to enter the workforce pipeline.

COMMITTEE RECOMMENDATIONS:

1. ***WHO WILL BE SERVED?***

   The WIA Act establishes specific eligibility criteria for the youth program. Only those youth meeting specific low income criteria with specific barriers to education and employment may be served. The council may further delineate a barrier category. The Act also establishes a minimum expenditure threshold of 30 percent on out-of-school youth. For several years, U.S. Department of Labor has directed states to increase WIA's focus on out-of-school youth to develop their entrance into the workforce pipeline. Congressional attempts at reauthorization of WIA have also included a focus on out-of-school youth. Based on input from partner organizations and guidance from U.S. Department of Labor, WIA's youth activities should focus on building occupational skills and preparing for entrance into the workforce pipeline.

   RECOMMENDATIONS

   a. Set aside 30 percent of youth funds for programs serving *in-school youth* enrolled in alternative high schools or secondary programs offering technical training; require a 100 percent match of Carl Perkins and/or local technical education funds. Remaining funds (70 percent) will focus on *out-of-school youth and*

   b. Priority for services in all youth programs will be given to individuals from juvenile justice, those aging out of foster care, pregnant and parenting youth and individuals with disabilities.

   In-school youth is defined as those 14-21 years of age enrolled in high school, alternative school, home schooling or other program recognized by the local school district at the time of registration in the WIA youth program.

2. ***WHAT SERVICES WILL BE PROVIDED?***

The WIA Act and regulations require that 10 specific elements be made available for youth and also require that WIA funds are not used to acquire those elements commonly available in the area to low income youth.

RECOMMENDATION

Elements found to be commonly available across Idaho to low income youth ~ tutoring, alternative school, guidance and counseling ~ will be *coordinated* with other providers in the communities, rather than purchased with WIA funds.

3. ***HOW WILL SERVICES BE PROVIDED?***

The Workforce Development Council adopted policies to maintain funding for actual participant training during several years of decreased funding in all WIA programs. Future funding cuts are anticipated. Guidance from our federal partner directs states to enhance integration of service delivery, eliminate unnecessary overhead costs and simplify administration in order to preserve resources for participant training.

Federal regulations and USDOL guidance advocate enhanced integration of youth services through the One Stop system. The WIA Act and regulations clarify that awarding a grant on a competitive basis **does not apply to the design framework component** where these services are provided by the grant recipient/fiscal agent. The design framework includes intake, assessment, development of an individual's service plan and overall case management. In Idaho, the grant recipient/fiscal agent is the Idaho Department of Labor.

The committee's recommended design framework requires a federal waiver of two statutory and regulatory provisions of the Workforce Investment Act. These waiver requests have been previously submitted by several other states and approved by the U.S. Department of Labor. The waivers will align Idaho's youth service delivery structure with federal regulations and guidance advocating enhanced integration of youth services through the One Stop system, offer consistent access to and delivery of a broader design framework, decrease staff costs and bring consistency to occupational classroom training processes for all program funding streams.

To maximize delivery of participant services with dwindling dollars, the Workforce Development Council has asked for a 50/50 split between staff and participant expenditures in adult and dislocated worker programs. The committee's recommendations incorporate that the same split for the youth program.

RECOMMENDATIONS

a. Require delivery of all out-of-school WIA youth program services through all One Stop Centers;
b. Require each WIA youth provider to meet or exceed a 50/50 staff/participant expenditure rate;
c. Assign delivery of the "youth framework" component to the state's grant recipient/fiscal agent, the Idaho Department of Labor. All intake, assessment,

completion of individual service strategies and case management will be provided within the One Stop offices by One Stop operator staff and

d. Approve submission of waiver requests to the United States Department of Labor to further integrate service delivery in the One Stop Centers by seeking waivers of statutory and regulatory requirements in related areas where other states have been successful in obtaining waivers. Approval of the following two waivers allows the Workforce Development Council latitude in selection of some or all services for delivery with or without procurement

    1) Waive competitive selection of providers for youth paid and unpaid work experiences, supportive services and follow-up services. Include these services in Idaho's definition of 'framework services'; and

    2) Waive prohibition on the use of WIA youth funds for Individual Training Accounts (ITAs) for older youth. ITAs allow older youth to review the eligible training provider list and select an occupational training provider as seen in the adult and dislocated worker programs.

In-School Program Recommendations

a. Competitively procure the 30 percent set aside on a regional basis for delivery of the design framework and the seven WIA youth program elements for in-school youth who are enrolled in alternative high schools or secondary programs offering technical training;
b. Require 100 percent match of local school district Carl Perkins and/or technical education funds;
c. Require projects to develop occupational skills in demand by high growth industries and to feed into specific high growth industry pipelines;
d. Allow respondents to compete for delivery of the entire design framework and allowable program elements, or any portion thereof; allow respondents to compete for each area's full 30 percent set aside, or any portion thereof.; and
e. Allow the 100 percent match to be met with in-kind and/or cash which directly support the activities of the in-school project.

IMPLEMENTATION SCHEDULE:

Prior to the initial meetings of the Youth Program Design Committee, staff suggested implementation of the new youth program design effective January 1, 2009. To avoid additional administrative costs of closing current contract and issuing new contracts for only six months, and to allow appropriate time for completion of procurement processes, the committee recommends implementation of the new youth program design effective July 1, 2009.

FUTURE ACTION:
The Youth Program Design Committee requests additional members be appointed to ensure representation from each area of the state for completion of necessary procurement processes. Current members are:

Area One (Coeur d'Alene)	***Betty Kerr has volunteered to serve***
Area Two (Lewiston)	Kara Besst
Area Three (Boise)	Jim Schmidt
Area Four (Twin Falls)	***vacant***
Area Five (Pocatello)	***vacant***
Area Six (Idaho Falls)	Jan Nielsen

Procurement Schedule:

Activity	Completion Date
Develop guidelines, technical specifications, review processes and tools	January 1, 2008
Release Requests for Proposals	February 1, 2008
Deadline for RFP submission	March 1, 2008
Review, rank & award contracts	March 31, 2008
30-day appeal period	April 30, 2008
Finalize contract awards effective July 1, 2009	May 30, 2008

Contacts:	Primary:	Dwight Johnson	(208) 332-3570, ext. 3335
	Secondary:	Kay Vaughan	(208) 332-3570, ext. 3310

Attachments

WORKFORCE DEVELOPMENT COUNCIL

Youth Program Design Committee
August 14, 2008, Meeting Minutes
Boise, Idaho

Committee Chair Jim Schmidt welcomed the group, called the meeting to order and requested a quick round of introductions. Kara Besst moved to approve the minutes from the June 4 meeting and they were unanimously approved.

Youth Program Design (Transmittal #1)

At the June meeting, the Youth Program Design Committee reviewed three options regarding how services will be provided but they did not make a final recommendation. Kay Vaughan reviewed Transmittal #1 which provided a review of previous decisions along with related information and a review of the three options as follows:

Option 1: Procure all Out-of-School Youth Program Services

Option 1 would require service delivery through all One Stop Centers for out-of-school youth; in-school and alternative school may be offered at One Stop Centers or participating school district locations and a 50/50 staff/participant expenditure rate would be required.

Option 2: Grant Recipient Delivers Design Framework; Apply for Waivers to Integrate Delivery of Youth Services with Design Framework

Option 2 would require service delivery through all One Stop Centers and require 50/50 staff/participant expenditure rate.

Option 3: Grant Recipient Delivers Design Framework for Out-of-School Youth; Some Program Elements are Procured and Waivers are Requested for Others

Option 3 would require service delivery for out-of-school youth through all One Stop Centers, require procurement of service delivery for in-school youth with a 100 percent local match in technical education funds and require 50/50 staff/participant expenditure rate.

The pros and cons of each option were discussed. A motion was made to select Option 3. The motion was unanimously approved.

The committee discussed setting aside funds for in-school youth services. Various percentage amounts were talked about. Kara Besst made a motion to adopt a 30 percent setaside of WIA funds for in-school youth. The motion was unanimously approved.

Staff made the request to move the implementation of the new youth program design effective date from January 1, 2009 to July 1, 2009. This change would eliminate the administrative costs of closing current contracts and issuing new contracts for a period of only six months and it would allow appropriate time for completion of any procurement processes. It would also address school year coverage. The request was approved by unanimous consent.

WIA Waiver Application (Transmittal #2)

The committee reviewed a WIA Waiver Application to be submitted, upon approval, to the United States Department of Labor. The waiver requests include:

> An exemption from the competition requirement for the follow-up, support services and work experience component, to include internship and summer work experience, and having those services categorized as part of the design framework; and
>
> An exemption for the prohibition on using WIA youth dollars to fund Individual Training Accounts for older youth.

Public comments were reviewed and discussed. It was stressed that waivers and options can be changed if need be. The request to submit a WIA Waiver Application was approved by unanimous consent.

The committee instructed staff to respond in writing to all public comments to include clarification on the impact of the waivers; the Youth Program Design Committee's recommendations regarding priority groups, which includes Juvenile Justice; its recommendation regarding 30 percent set-aside funds for in-school youth and the selection of Option 3 for the youth program design.

Staff anticipates the submission of a Request for Proposal in early 2009. The Youth Program Design Committee requested that staff develop a timeline for the procurement process. The committee felt it would be beneficial to the process to appoint a new committee, consisting of a cross-section of council members, to identify evaluation criteria for the RFP and review and revise the RFP as it is developed.

Adjournment

The meeting was adjourned at 1:30 p.m.

Attendance:

Committee Members:
Jim Schmidt, Chair
Kara Besst

Visitors:
Susan Choate, Arbor Education and Training

Idaho Dept of Labor Staff:
Cheryl Brush
Kay Vaughan
Dwight Johnson
Alice Taylor
Kelly Curry

IDAHO
DEPARTMENT OF LABOR
C.L. "BUTCH" OTTER, GOVERNOR
ROGER B. MADSEN, DIRECTOR

TRANSMITTAL #1

MEMORANDUM

August 14, 2008

TO: Youth Program Design Committee
Workforce Development Council

FROM: Roger B. Madsen, Director

SUBJECT: Youth Program Design

ACTION REQUESTED: Finalize Recommendations for WIA Youth Service Delivery

BACKGROUND:

At its June meeting, the Youth Program Design Committee reviewed its previous decisions related to Workforce Investment Act (WIA) youth program design regarding who will be served and what services will be provided. The committee reviewed three options regarding how services will be provided but did not make a final recommendation. To continue this decision-making process, related information and all options are again provided below.

Previous Decisions

Decisions already made as to who will be served and what services will be provided will be incorporated into options regarding how services will be provided, including:

> ***WHO*** ~ A portion of youth funds must be set aside for in-school youth who are in alternative high schools or enrolled in secondary programs leveraging Carl Perkins and/or local technical education funds. Remaining funds will focus on *out-of-school youth*, with a priority on individuals from juvenile justice, aging out of foster care, pregnant and parenting and individuals with disabilities.
>
> ***WHAT*** ~ Elements found to be commonly available to low income youth ~ tutoring, alternative school, guidance and counseling ~ will be *coordinated* with other providers in the communities, rather than purchased with WIA funds.

Federal and State Decisions

Federal regulations and USDOL guidance have advocated enhanced integration of youth services through the One Stop system. All options will incorporate delivery of *out-of-school youth* services through the One Stop offices.

To maximize delivery of participant services with dwindling dollars, the Workforce Development Council has asked for a 50/50 split between staff and participant expenditures in WIA Adult and Dislocated Worker programs. This policy will be applied to out-of-school youth program funds

The WIA Act and regulations clarify that requirements to award a grant on a competitive basis **do not apply to the design framework components** where these services are provided by the grant recipient/fiscal agent. The design framework includes intake, assessment, development of an individual's service plan and overall case management. In Idaho, the grant recipient/fiscal agent is the Idaho Department of Labor.

Options the committee has considered for selection of service providers include:

OPTION 1 PROCURE ALL OUT-OF-SCHOOL YOUTH PROGRAM SERVICES

Set aside a portion of youth funds to offer the design framework and 10 elements to in-school youth who are in alternative high schools or enrolled in secondary programs. All funds would be procured competitively and matched by local Carl Perkins and/or local technical education funds. Procure all out-of-school youth program services to include the design framework and the seven youth elements not commonly available to low income youth. Respondents may compete for delivery of all out-of-school services or any portion thereof.

Require service delivery through all One Stop Centers for out-of-school youth; in-school and alternative school may be offered at One Stop Centers or participating school district locations and Require 50/50 staff/participant expenditure rate.

PROS:

- Full and open competition among potential service providers.
- May identify creative service designs through the competitive process.

CONS:

- Increased costs for state oversight responsibilities of contracting, monitoring, MIS access and training new provider staff within dramatically reduced resources.
- Increased local staff costs with additional numbers of providers.
- Duplication of management functions with additional provider sites.
- Fractured delivery of youth program among successful provider organizations.
- Decreased uniformity for intake, assessment, information and referral to services.
- Negative impact on dollars available for participant services.
- Requires investment of time and dollars for full procurement of service elements.

OPTION 2 GRANT RECIPIENT DELIVERS DESIGN FRAMEWORK; APPLY FOR WAIVERS TO INTEGRATE DELIVERY OF YOUTH SERVICES WITH DESIGN FRAMEWORK

Set aside a portion of youth funds for in-school youth enrolled in secondary or alternative schools; require match of local school district Carl Perkins or technical education funds. Assign delivery of the 'youth framework' component to the state's grant recipient/fiscal agent, the Idaho Department of Labor. All intake, assessment, completion of individual service strategies and case management would be provided within the One Stop offices and be delivered by One Stop operator staff. Further integrate service delivery in the One Stop Centers by seeking waivers of statutory and regulatory requirements in related areas where other states have been successful in obtaining waivers:

Waive competitive selection of providers for youth paid and unpaid work experiences, supportive services and follow-up services. Include these services in Idaho's definition of 'framework services'.

Waive prohibition on the use of WIA Youth funds for Individual Training Accounts (ITAs) for older youth. ITAs allow older youth to review the eligible training provider list and select an occupational training provider as in the Adult and Dislocated Worker programs.

Require service delivery through all One Stop Centers and
Require 50/50 staff/participant expenditure rate.

PROS:

- Consistent access to and delivery of intake, objective assessment, individual service strategy development, labor market information, work experiences, supportive services, follow-up services and classroom training options; uniformity in the provision of information and referrals to other community services and government programs.
- Seamless delivery of youth program services; integration with one stop service system.
- Decreased ongoing state costs for oversight responsibilities of contracting, monitoring, MIS access and training for fewer provider staff.
- Decreased local staff costs.
- Brings consistency to occupational classroom training processes for all WIA funding streams.
- Eliminates investment of time and dollars for procurement of service elements and maintains flexibility to leverage funds and pilot programs to address emerging issues.

CONS:

- Eliminates opportunities for other entities to compete for out-of-school service delivery contracts, including individuals currently providing youth services in Region I and IV.

OPTION 3 GRANT RECIPIENT DELIVERS DESIGN FRAMEWORK FOR OUT-OF-SCHOOL YOUTH; SOME PROGRAM ELEMENTS ARE PROCURED AND WAIVERS ARE REQUESTED FOR OTHERS.

This option combines elements of Option 1 and Option 2. Set aside a portion of funds for programs serving in-school youth enrolled in alternative high schools or technical education programs. Require a 100 percent match of Carl Perkins and/or local technical education funds. Assign delivery of the 'youth framework' component for out-of-school youth to the state's grant recipient/fiscal agent, the Idaho Department of Labor. If this option is selected the Subcommittee would need to recommend procurement for select program elements and/or waivers for others. For in-school youth, the Department of Labor may provide youth framework services or the successful bidder may offer a comprehensive program.

Require service delivery for out-of-school youth through all One Stop Centers,
Procure service delivery for in-school youth, require 100 percent local match in technical education funds and
Require 50/50 staff/participant expenditure rate.

PROS:

- Allows competition for specific services.
- May identify creative service design for specific services.
- Consistent access to 'design framework' services for out-of-school youth with similar option for in-school youth ~ intake, objective assessment, individual service strategy development and overall case management.

CONS:

- Limits competitive opportunities for delivery of some services.
- Fractured delivery of youth program services among providers.
- Decreased consistency in access and delivery for specific services.
- Increased state administrative costs for oversight responsibilities of contracting, monitoring, MIS access and training for fewer provider staff (less than Option 1, more than Option 2).
- Increased local staff costs (less than Option 1, more than Option 2).
- Less investment of time and dollars for procurement of service elements than in Option 1; more than in Option 2.

Background:

The Workforce Development Council adopted policies to maintain funding for actual participant training during several years of decreased funding in all WIA programs. Future funding cuts are anticipated. Federal regulations and guidance from our federal partner direct states to enhance integration of service delivery, eliminate unnecessary overhead costs and simplify administration in order to preserve resources for training.

Staff Recommendations:

1. Staff recommend that the Youth Program Design Committee finalize its decisions in two areas:

   - Determine the final option regarding how youth program services will be delivered.

   - Determine the percent of funds, if any, to be set aside for in-school youth services, establish the process for selecting service providers of in-school youth services and determine the level of match required for these services from state or local technical education funds. The chart below reflects current year WIA youth program funding and the dollar impact of certain set-aside percentages.

	Area Allocations PY07 Youth	10% Set-aside for in-school	20% Set-aside for in-school	30% Set-aside for in-school
Area 1	$ 576,674	$ 57,667	$ 115,335	$ 173,002
Area 2	$ 400,868	$ 40,087	$ 80,174	$ 120,260
Area 3	$ 535,205	$ 53,521	$ 107,041	$ 160,562
Area 4	$ 151,664	$ 15,166	$ 30,333	$ 45,499
Area 5	$ 113,894	$ 11,389	$ 22,779	$ 34,168
Area 6	$ 168,602	$ 16,860	$ 33,720	$ 50,581
TOTAL	**$ 1,946,907**	**$ 194,691**	**$ 389,381**	**$ 584,072**

Once finalized, staff will prepare all Youth Program Design Committee recommendations for the Workforce Development Council's consideration at its September meeting.

2. Prior to the initial meetings of this committee, staff suggested implementation of the new youth program design effective January 1, 2009. To avoid additional administrative costs of closing current contracts and issuing new contracts for only six months and to allow appropriate time for completion of any procurement processes, staff recommends implementation of the new youth program design effective July 1, 2009.

Contacts: Primary: Dwight Johnson (208) 332-3570, ext. 3335
Secondary: Kay Vaughan (208) 332-3570, ext. 3310

IDAHO
DEPARTMENT OF LABOR
C.L. "BUTCH" OTTER, GOVERNOR
ROGER B. MADSEN, DIRECTOR

TRANSMITTAL #2

MEMORANDUM

August 14, 2008

TO: Youth Program Design Committee
Workforce Development Council

FROM: Roger B. Madsen, Director

SUBJECT: WIA Waiver Application

ACTION REQUESTED: Approve Recommendations for WIA Waiver Application

BACKGROUND:

As delineated in Transmittal #1, service design Options 2 and 3 require application to the United States Department of Labor for waivers of certain statutory and regulatory provisions. To assure public comments could be included in the Youth Program Design Committee's decision-making process, staff issued a press release on July 9, 2008 announcing a 30-day public comment period regarding youth service delivery options and Idaho's potential application for waivers. The request for public input was also placed on the Idaho Department of Labor's home page and all current service providers were alerted to the opportunity for comment. The document released for public comment and all responses are attached.

Application for waivers of certain statutory and regulatory provisions is a procedural issue. Approval of these waivers will allow the Youth Program Design Committee and the Workforce Development Council latitude in selection of some or all services for delivery with or without procurement, as delineated in the service design options in Transmittal #1.

The attached public comments reflect concerns that a current youth provider will be eliminated from service delivery, but do not address the actual impact of the waivers. Decisions regarding service design options presented in Transmittal #1, rather than these waivers, will determine the level of procurement and opportunity for current providers to compete for youth program service delivery.

Public comments also reflect a concern that in-school youth services and summer programs, as well as services to juvenile probation youth, will be eliminated.

Staff Recommendations:

If the Youth Program Design Committee selects Option 2 or Option 3 from Transmittal #1, staff recommend the committee:

1. Approve submittal of the attached waiver requests for submission to the United States Department of Labor; and

2. Instruct staff to respond in writing to all public comments to include clarification on the impact of the waivers; the Youth Program Design Committee's recommendations regarding priority groups, which includes juvenile justice; its recommendation regarding any set-aside funds for in-school youth programs and the final recommendation from Transmittal #1 delineating how current providers and the juvenile justice school program itself might compete for delivery of youth program services.

Contacts:	Primary:	Dwight Johnson	(208) 332-3570, ext. 3335
	Secondary:	Kay Vaughan	(208) 332-3570, ext. 3310

Attachments

IDAHO WORKFORCE DEVELOPMENT COUNCIL

Youth Program Design Committee
June 4, 2008, Meeting Minutes
Boise, Idaho

Committee Chair Jim Schmidt welcomed the group and reviewed the agenda. He asked for a motion to approve the minutes of the May 7 meeting. Kara Besst moved the minutes be accepted as written, seconded by Jim Schmidt and approved unanimously.

Cheryl Brush reviewed a graph of organizations and their resources that provide youth training. The committee discussed the diminished resources available from the WIA youth program and the need to identify and effectively coordinate and partner with other service providers to identify and fill gaps in services.

Juvenile Corrections

Sharon Harrigfeld from the Idaho Department of Juvenile Corrections made a presentation to the committee on the juvenile justice system and its funding sources. The committee engaged in a discussion regarding how Workforce Investment Act (WIA) youth program services could more effectively be used to assist youth in Idaho's juvenile justice system. There were 458 juveniles released from the Department during 2007 and 435 released in 2008. The average stay in a state juvenile institution was 20 months.

Key ideas identified included assuring that the Workforce Development Council may be able to help the juvenile justice system more effectively focus on and encourage employment and training as a significant goal that would increase their success. This should include an awareness by judges and parole officers that an employment and training focus would assist them in managing juvenile behavior. It may also require changes to procedures. For example, it would be helpful if probation officers were more sensitive in not unnecessarily disrupting youth during class or work time to fulfill probation requirements. Other challenges identified were security issues that created barriers such as limiting the use of online training within correction facilities.

Key points of contacts identified to continue this dialogue were the Juvenile Justice Commission, the Chief Probation Officers and the Idaho Association of Counties—Idaho Association of Commissioners and Clerks. It was also suggested that it may be appropriate for the Idaho Department of Juvenile Corrections Director Larry W. Callicutt be invited to speak at a future Workforce Development Council meeting. Ms. Harrigfeld stated that this discussion about the best use of WIA youth program funds may be an excellent opportunity to address current gaps within the juvenile justice system and said they welcomed this discussion.

Ms. Harrigfeld also identified staff training in career development as one of their needs. Cheryl Brush responded that perhaps the best way to offer this training is to have outside contractors provide it. The Department of Labor has an in-depth, certified career development facilitator training program for its local office staff but it takes a big commitment to complete the entire package of classroom training, computer-assisted learning modules, home work and testing. The

department has several central office staff involved in curriculum design, presentation and record-keeping.

Youth After Foster Care

Diane Helton, Independent Living Coordinator from the Department of Health and Welfare presented information to the committee on services to youth leaving foster care, which usually occurs when the minor turns 18 years of age. The aim of the services is to facilitate the transition from foster care to independent living. About 150 youth age out of the foster care program every year.

Harold Nevill from the Division of Professional-Technical Education suggested committee members visit with judges who try juveniles. The court's perspective on what these youth need, what programs (such as drug court) they have set up and general involvement in youth workforce development should be very instructive.

WIA Youth Service Delivery

Cheryl Brush introduced Transmittal 1 and asked the committee to develop recommendations to the full council. These recommendations should include: 1) Who will be served? 2) What services will be delivered? and 3) How will services be provided?

The committee reviewed previous actions taken in prioritizing groups for the services and what services will be provided. The recommendations are listed in Transmittal 1, pages 2-3. The committee reviewed and discussed its previous actions with regard to setting aside a portion of funds to serve in-school youth, the priority groups for services and what services can be provided via WIA funds and which should be provided via coordination with other resources. The latter were identified as tutoring, alternative schools and guidance and counseling. The committee concluded there were not any changes that should be made about its previous recommendations.

Ms. Brush then introduced the general subject regarding recommendation on how the services will be provided. She indicated several steps had to be taken before any recommendations can be made. These actions concern how and by whom the services will be provided (procurement) and what program design flexibility the act and regulations provide to the state and if this flexibility can be enhanced (waivers).

Staff has prepared two waivers to the WIA regulations for submittal to the United States Department of Labor, Employment and Training Administration (ETA). The first is to define follow-up, work experience and support services as "framework services" and, therefore, will allow delivery by Idaho's One Stop system without regard to procurement. The second waiver request would allow WIA funding of Individual Training Accounts for older youth. Committee members discussed the waivers and then instructed Cheryl to submit them for public review via the Internet. The response will be a topic for the next committee meeting. Further discussion of procurement options also was deferred to the next meeting.

Adjournment

There being no other business, the next committee meeting was tentatively set for July 24 in Boise (with teleconferencing available) and the meeting was adjourned.

Attendance:

Committee Members:
Jim Schmidt, Chair
Kara Besst

Visitors:
Sharon Harrigfeld, Department of Juvenile Corrections
Diane Helton, Idaho Department of Health & Welfare
Harold Nevill, Division of Professional-Technical Education

Via telephone:
Lisa Roberts, Arbor Education & Training

Idaho Department of Labor staff:
Jim Adams
Cheryl Brush
Dwight Johnson
Kristyn Roan
Alice Taylor
Roy Valdez

IDAHO WORKFORCE DEVELOPMENT COUNCIL

Youth Program Design Committee
May 7, 2008, Meeting Minutes
Twin Falls, Idaho

Committee Chair Jim Schmidt welcomed the group and reviewed the agenda. He asked for a motion to approve the minutes of the Feb. 29 meeting. Kara Besst moved the minutes be accepted as written, seconded by Jim Schmidt and approved unanimously.

An overview of the meeting follows:

With reduced funding the Youth Program Design Committee has an opportunity to review program design and make recommendations to the Workforce Development Council on who is served through the WIA youth program in the coming years by establishing priorities for various groups of at-risk youth.

Committee members concentrated on addressing three questions:

1) Who should we serve?
2) What services will be offered? and
3) How will services be provided?

The goal of the youth program is to avoid duplication and be as efficient as possible to assure most of the resources are directed to youth participants rather than administrative costs.

Two of the major focuses include:

1) Identifying current gaps in services to the neediest youth so the limited WIA resources can be directed to have a positive impact and
2) Assuring partnerships with other service providers so resources can be leveraged effectively.

The committee has been working with other partners including Division of Vocational Rehabilitation, Job Corps, Department of Health & Welfare—Forster Care program, Commission for the Blind and Visually Impaired, Division of Professional-Technical Education, Department of Juvenile Justice, Department of Correction, Idaho Youth Ranch, Adult Basic Education and Health and Welfare TANF representatives.

From discussions with our partners, the committee wants to target specific groups such as:

- Youth who are involved with the juvenile justice system;
- Youth exiting foster care;
- Pregnant and parenting teens;
- Youth with disabilities;
- Out-of-school youth and

- In-school youth who are in alternative high schools or enrolled in programs leveraging Carl Perkins and/or local technical education funds.

Before making a final determination, the committee asked to review data on youth involved in the juvenile justice system and those exiting foster care. Staff agreed to bring this data to the next meeting.

The committee also discussed the discretionary barrier groups and adopted the following as a group requiring additional assistance.

- Those with attachment to or aging out of foster care
- Youth with disabilities
- Out-of-school youth
- Is an individual who does not speak English as their primary language and who has a limited ability to read, speak, write or understand English

Next steps will be to identify how to obtain the services for these prioritized groups. The next meeting of the Youth Program Design Committee will be in June. The committee will bring recommendations to the September meeting of the Workforce Development Council. Upon adoption of the recommendations, the WIA youth program design can be implemented in January 2009.

Attendance:

Committee Members:
Jim Schmidt, Chair
Kara Besst

Visitors:
Susan Baca, Magic Valley Youth & Adult Services

Idaho Department of Labor staff:
Cheryl Brush
Leandra Burns
Dwight Johnson
Alice Taylor
Brent Tolman, Burley
Kay Vaughan

IDAHO WORKFORCE DEVELOPMENT COUNCIL

Youth Program Design Committee
February 20, 2008, Meeting Minutes
Boise, Idaho

Committee Chair Jim Schmidt welcomed the group and outlined the task of the committee to conduct a review of the design and procurement options for youth program services as required by WIA regulations and report recommendations back to the Workforce Development Council.

Staff reviewed the fact that WIA funding has been dramatically reduced over the past six years and that this design review process needed to address three questions:

1) Who should we serve?
2) What services should be offered? and
3) Who should deliver these services and how should we obtain the services?

The committee determined that it would focus on the first question in this meeting and once establishing priorities on "who" the services should be provided to, would then proceed to focus on the next two questions.

Staff walked through the current eligibility requirements of the WIA youth program as well as the current distribution formula and the demographics of current WIA youth participants with questions and discussion from committee members.

There was a discussion about other youth service providers and how WIA could leverage those resources and partner with these service providers to ensure the best use of the limited WIA youth resources. Staff were asked to meet with youth service providers to help better determine gaps in services to youth and how WIA resources might best be utilized in leveraging other partner resources.

The committee determined to hold their next meeting in conjunction with the full Workforce Development Council meeting in Twin Falls on May 8. The committee would like to make final recommendations during the council's September 2008 meeting with implementation scheduled for January 2009.

Attendance:

Committee Members:
In Person:
Jim Schmidt, Chair
By Conference Call:
Kara Besst
Jan Nielsen

Idaho Department of Labor staff:
Cheryl Brush
Kay Vaughan
Dwight Johnson